

AUDITOR/CONTROLLER-RECORDER**BUDGET UNIT: MICROGRAPHICS (SDV REC)****I. GENERAL PROGRAM STATEMENT**

The Micrographics fund was established to defray the cost of converting the county recorder's documents into an electronic storage system. The budget primarily reflects expenditures in services and supplies to upgrade and maintain systems that convert the ever-present flow of paper documents to microfilm and/or digital images. There is no staffing associated with this budget.

II. BUDGET & WORKLOAD HISTORY

	Actual 2000-01	Budget 2001-02	Actual 2001-02	Budget 2002-03
Total Appropriation	700,653	2,153,266	473,181	919,822
Total Revenue	615,000	2,226,401	57,674	31,820
Fund Balance		(73,135)	-	888,002

Actual revenue is less than budgeted due to the Board eliminating the \$1.00 fee effective in August 2001.

III. HIGHLIGHTS OF BOARD APPROVED CHANGES TO BUDGET (see attachments for detailed changes)**STAFFING CHANGES**

None.

PROGRAM CHANGES

Recommended changes to more accurately reflect actual prior year expenditures and revenues.

GROUP: Fiscal			FUNCTION: General		
DEPARTMENT: Auditor/Controller-Recorder - Micrographics			ACTIVITY: Finance		
FUND: Special Revenue SDV REC					
	2001-02 Actuals	2001-02 Approved Budget	2002-03 Board Approved Base Budget	2002-03 Board Approved Changes to Base Budget	2002-03 Final Budget
<u>Appropriations</u>					
Services and Supplies	372,883	1,665,000	1,698,300	(906,347)	791,953
Equipment	100,298	312,500	312,500	(312,500)	-
Total Appropriation	473,181	1,977,500	2,010,800	(1,218,847)	791,953
Operating Transfers Out	-	175,766	175,766	(47,897)	127,869
Total Requirements	473,181	2,153,266	2,186,566	(1,266,744)	919,822
<u>Revenue</u>					
Use of Money & Property	-	-	31,820	-	31,820
Micro Fees	46,507	2,226,401	2,194,581	(2,194,581)	-
Other Revenue	11,167	-	-	-	-
Total Revenue	57,674	2,226,401	2,226,401	(2,194,581)	31,820
Fund Balance	-	(73,135)	(39,835)	927,837	888,002

AUDITOR/CONTROLLER-RECORDER

Total Changes in Board Approved Base Budget		
Services and Supplies	<u>33,300</u>	Inflation.
Total Appropriation Change	33,300	
Total Revenue Change	-	
Total Fund Balance Change	33,300	
Total 2001-02 Appropriation	2,153,266	
Total 2001-02 Revenue	2,226,401	
Total 2001-02 Fund Balance Cost	(73,135)	
Total Base Budget Appropriation	2,186,566	
Total Base Budget Revenue	2,226,401	
Total Base Budget Fund Balance	(39,835)	

Board Approved Changes to Base Budget		
Services and Supplies	<u>(906,347)</u>	Reduction is due to more accurate and conservative reflection of actual expenditures.
Equipment	<u>(312,500)</u>	No fixed asset purchases planned.
Transfers	<u>(47,897)</u>	Transfers reduced to reflect a decrease in staff support from AAA ACR.
Total Requirements	<u>(1,266,744)</u>	
Revenue	<u>(2,194,581)</u>	Reduction is due to more accurate and conservative reflection of actual revenues.
Total Revenue	<u>(2,194,581)</u>	
Fund Balance	<u>927,837</u>	Additional fund balance were the result of closing the trust fund per GASB 33.